

25 YEAR RE-REVIEW

2 May 1950

S. O. PROCEDURE GUIDE NO. 5 (Revised)

BASIC CABLE PROCEDURE

(Recission: S. O. Procedure Guide No. 5, dated 1 August 1947,
is rescinded and will be destroyed.)

1. Attached is "Basic Cable Procedure" which provides uniform instructions and information on the preparation, processing and handling of cables for the use and guidance of all OSO and OPC personnel. The attention of all OSO personnel is directed to certain modifications of present procedure and practice as well as to information on various responsibilities that has hitherto not been available.
2. Matters concerned exclusively with OSO internal distribution, releasing and handling of cables will be the subject of supplements to this Procedure Guide.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

Executive Secretary

Attachment: 1

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BASIC CABLE PROCEDURE
for
OSO and OPC Personnel

25 April 1950

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BASIC CABLE PROCEDURESECTION I - GENERAL INFORMATION

- 1000 - PURPOSE: - This basic instruction is issued for the guidance of OSO and OPC personnel in the preparation and handling of cables and establishes a standard procedure for Signal Centers. These instructions are approved by the OSO/OPC JOINT COMMUNICATIONS BOARD. Changes in this procedure will not be made by either OSO or OPC except upon the recommendation of that BOARD.
- 1001 - OFFICE SUPPLEMENTS: - The ADSO and the ADPC each will issue supplements to this basic procedure to cover the internal office handling and the originating, coordinating, authenticating, and releasing authority established for cables within OSO and OPC. These supplements will not affect this basic instruction and may be changed by OSO and OPC as required.
- 1100 - DEFINITION OF A CABLE: - A cable is a classified encrypted message to and from overseas points transmitted by electrical means via channels authorized by CIA.
- 1200 - CATEGORIES OF CABLES: - For the purpose of these instructions, cables are divided into four categories.
- 1201 - INTELLIGENCE CABLES: - A cable which includes disseminable intelligence is defined as an Intelligence Cable.
- 1202 - OPERATIONAL CABLES: - A cable concerning operations or operational intelligence is defined as an Operational Cable.
- 1203 - ADMINISTRATIVE CABLES: - A cable which concerns personnel or administrative matters is defined as an Administrative Cable.
- 1204 - TECHNICAL COMMUNICATIONS CABLES: - Technical Communications Cables are those cables which concern the security, engineering, maintenance and operations of Communications facilities and are the primary responsibility of the Communications Division.
- 1300 - TYPES OF CABLES
- 1301 - SINGLE ADDRESSEE MESSAGE: - A cable transmitted to only one station is a single addressee message.
- 1302 - MULTIPLE ADDRESSEE MESSAGE: - A cable sent to more than one station for the action and/or information of several addressees, all of whom must know that the others received the cable, is a multiple addressee message. In this type of cable it is necessary to indicate which of the several addressees is the action addressee and which received the cable for information only.

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1303 - BOOK MESSAGES: - A cable sent to several stations but which does not require any one of the addressees to know which other addressees received the cable, is a book message. Because of the security risks involved, book messages or messages "to all stations" will be held to a minimum. The Communications Division will be consulted regarding the transmission of such cables before they are released.

1400 - CLASSIFICATION OF CABLES: - The authorized classifications for cables are: RESTRICTED, CONFIDENTIAL, SECRET or TOP SECRET. The classification assigned to a cable should be based on the contents of the message included therein and is not necessarily determined by previous cables which may be referenced. Every effort should be made to assign the correct classification. Only the most highly sensitive material should be classified TOP SECRET. This classification should not be used to excess since the extra administrative work involved causes delay.

1401 - DECLASSIFYING CABLES: - If it is necessary to change the classification of a cable, this may be done with the approval of the originator or the holder of the action copy. It is the responsibility of the approving officer to notify each holder of the cable, as well as the Signal Center and the Field station involved.

1500 - PRECEDENCE DESIGNATIONS: - A precedence designation is an external method used to convey to Communications personnel:

- A. The relative order a cable will be handled within Signal Centers with respect to other cables.
- B. The relative order a cable will be transmitted with respect to other cables.
- C. The relative order in which a cable will be delivered to the addressee.

PRECEDENCE DESIGNATIONS ARE NOT TO BE USED TO CONVEY TO THE ADDRESSEE THE URGENCY WITH WHICH ACTION MUST BE TAKEN ON THE CONTENTS OF A CABLE OR THE PRECEDENCE TO BE ASSIGNED A REPLY. SUCH ACTION INSTRUCTIONS SHOULD BE INCLUDED WITHIN THE TEXT OF THE MESSAGE.

1501 - AUTHORIZED PRECEDENCE DESIGNATIONS: Only three precedence designations are authorized for CIA cables. Delivery times established by the following precedences may vary according to the working hours maintained by local transmission companies and the Signal Center of the supporting mission in the Field. Communications Division will inform the appropriate Offices of these factors.

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"This date" or similar phrases will not be used. This is especially important for legal and fiscal purposes, such as dates of arrival and departure, as well as for clarity in activations, schedules, etc.

2106 - ABBREVIATIONS:- Authorized abbreviations are desirable and care must be exercised to insure that no uncertainty will arise as a result of their use, e.g. abbreviate United States as U.S. not US.

2107 - PUNCTUATION:- Only standard punctuation marks will be used and they will be kept to a minimum consistent with clarity. The Signal Center will transmit all punctuation.

2109 - CLASSIFICATION:- The originator should exercise care in assigning the proper classification to the cable and should base the classification on the subject matter contained in the text.

2110 - PRECEDENCE:- The proper precedence should be assigned taking into consideration the stringent rules on the use of the higher precedence designations.

2111 - ACTION REQUIRED BY ADDRESSEE:- The originator should indicate if immediate action is required by the addressee by placing the words "immediate action" at the beginning of the text. Such a statement is separate from the external precedence designation as it designates action to be taken after delivery to the addressee.

2112 - INITIALLING:- The originator should insure that the proper Offices, Staffs, and Divisions are listed for coordination, authentication and release and shall sign his initials after his name.

2113 - CENSORSHIP:- Before the cable is routed for coordination, authentication, and release the originator should personally censor the text carefully to determine that it does not contain any breach of security which might be caused by an error and that it does not contain any words or expressions which might reflect on the originating command.

2200 - COORDINATION, AUTHENTICATION, AND RELEASE:- All cables will be properly coordinated, authenticated and released consistent with existing Office regulations and operational requirements.

2201 - COORDINATION:- Generally, cables will be coordinated with all Offices, Staffs, or Divisions concerned with the subject matter of the particular cable. Evidence of coordination will be shown on the last page of the cable form by the typed symbols of the Staffs or Divisions and the signed initials of the coordinating officers.

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SECTION III - RESPONSIBILITY OF THE SIGNAL CENTER

3000 - BASIC RESPONSIBILITY:

- 3001 - OUTGOING CABLES:- The Signal Center's responsibility is assumed when an outgoing cable is received in the Signal Center in proper form and properly released. The responsibility consists of the secure and expeditious encryption and transmission of the cable to the addressee and the furnishing of confirmation copies of the cable to the appropriate Offices after it has been transmitted.
- 3002 - INCOMING CABLES:- In the case of incoming cables the responsibility begins with the acceptance of the cable from the transmission office and consists of the expeditious decryption and delivery of the message to the addressees.
- 3003 - MAINTAINING CABLE FILES:- The Signal Center will maintain file copies of all outgoing and incoming cables.

3100 - RELAYING CABLES:- Requests for relaying cables from one Field station to another will be checked by the Signal Center against previously established authorizations.

- 3101 - "URGENT" RELAYS:- Cables bearing an URGENT precedence will be automatically relayed regardless of origin, destination, or letter component designations. Simultaneously, notification will be given to the officers responsible for the addressee and addressor stations.
- 3102 - "PRIORITY" RELAYS:- Cables bearing a PRIORITY precedence will not be automatically relayed unless permitted by established authorizations. If not permitted, such cables will be immediately referred to the officer responsible for the addressee station who will come to the Signal Center and take the necessary action to either approve or disapprove the relay.
- 3103 - "ROUTINE" RELAYS:- Cables bearing a ROUTINE precedence will not be automatically relayed unless so permitted by established authorizations. If not permitted, such cables will be referred to the officer responsible for the addressee station who will come to the Signal Center and take the necessary action to either approve or disapprove the relay. If the cable is received in the Signal Center after regular working hours it will be held until 0830 hours the next morning.

3200 - OUTAGES:- When regular transmission channels are blocked due to mechanical or atmospheric conditions the Signal Center is responsible for taking the proper action.

- 3201 - NOTIFICATION TO RELEASING OFFICERS:- Signal Center will immediately notify each Releasing Officer during working hours:

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- A. Which areas are affected
- B. Expected duration of outage
- C. What precedence traffic can be cleared
- D. Condition of incoming traffic

The Releasing Officers will notify Staffs and Divisions as appropriate.

3202 - NOTIFICATION TO ORIGINATORS:- Signal Center will notify originators of backlogged outgoing traffic according to the following schedule:

- (1) Immediately for URGENT cables
- (2) After four hours for PRIORITY cables and ROUTINE cables containing the phrase "Vital" or "Immediate Action". (Exception: Originators will not be called between 2200 and 0830).
- (3) At 0830 the following day for other ROUTINE cables. On Saturday, Sunday, and holidays the Duty Officer will be notified at 0830 hours. Discretion will be exercised by the Signal Center where it appears that the outage is of a strictly temporary nature. However, notification will be given in every instance where the outage exceeds 24 hours.

3203 - DURATION OF DELAY AND ALTERNATE CHANNELS:- The Signal Center will ascertain, if possible, the expected duration of the outages and any alternate channels available. Channels which have not been approved by CIA will not be used, except in an emergency, without prior clearance by the ADSO or the ADPC, as appropriate.

3300 - CANCELLATION AND SUSPENSION OF CABLES:

3301 - CANCELLATION:- Cables will not be cancelled without the approval of the Releasing Officer.

3302 - SUSPENSION:- The Signal Center will suspend transmission of a properly released cable pursuant to instructions from originating, coordinating, authenticating or Duty Officers. The Signal Center Watch Officer will notify the Releasing Officer according to the following schedule to confirm the action and to ascertain if the cable should be cancelled.

- A. Immediately for URGENT, PRIORITY or "Immediate Action" or "Vital" ROUTINE cables.
- B. At 0830 the following morning for other ROUTINE cables (this notification will be made to the Duty Officer on non-working days.)

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- 3400 - NOTIFICATION OF HIGH PRECEDENCE OR "VITAL" CABLES RECEIVED AFTER WORKING HOURS:- The Signal Center will automatically notify by telephone the appropriate Office, Staff or Division Stand-by or Duty Officer upon receipt of high precedence cables or cables prefixed by "Vital" or "Immediate Action" if received after normal working hours. The Signal Center will not read or reveal by "double talk" the text of any cable or identify the station involved over the telephone. Evasive means of any kind, for the purpose of ascertaining the contents of a cable or its originating station, are strictly forbidden. After the telephone notification has been made the Stand-by or Duty Officer will be responsible for taking whatever action is necessary.
- 3500 - TEMPORARY COPIES FOR STAND-BY OR DUTY OFFICERS:- When necessary, Signal Center Watch Officer will provide a temporary copy of the cable for the Stand-by or Duty Officers who are called in during non-working hours to take action on cables. These temporary copies will be returned to the Signal Center after normal distribution has been made the next working day.

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- B. If it is necessary for another U. S. Government agency to retain a record copy of a CIA cable, a special sterilized copy will be prepared by the Signal Center.

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4300 - REVEALING METHODS OF COMMUNICATIONS:- The transmission channels and methods employed by CIA for cable communications are highly classified and this information must be strictly controlled. It will not be disclosed to unauthorized persons either within or outside CIA, in order to preserve the security of CIA communications. Care must be taken not to reveal the existence of cable communications to any field station, and the names and locations of field stations must not be mentioned over the telephone in connection with cables.

4400 - DESTRUCTION OF CABLES:- The destruction of cables is the responsibility of each Office, Staff or Division. In order to comply with existing security regulations governing the destruction of classified documents, those cables destroyed will be itemized, in duplicate, and one copy of the certification of destruction sent to the Signal Center for permanent file. This itemization will list the "IN" or "OUT" number, name of Field station, the year in which the cable was dispatched, and the distribution copy number.

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4600 - PLAIN TEXT CABLES: Plain text CIA cables are strictly forbidden. Cables forwarded via other U. S. Government agencies on behalf of CIA which include identifiable references to CIA, its operations, policy or personnel, will be sent as classified encrypted cables.

4700 - INQUIRIES REGARDING EXISTENCE OF CABLE CHANNELS:- The Communications Division will not reveal the existence of communications channels to persons who have not been authorized to know of their existence.

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